



*A Bright Idea for State Government*

# **Registering as an eSupplier**

**Follow this step-by-step guide  
to get started using Edison**

Tennessee.gov - Microsoft Internet Explorer provided by State of Tennessee

Address bar: <https://supplier.edison.tennessee.gov>

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Tennessee.gov

**TENNESSEE.GOV** The Official Web Site of the State of Tennessee.

Directories Site Map Search Contact Live Help Help page

**In the Address bar, type:**  
**<https://supplier.edison.tennessee.gov>**

***Note: the "s" must be included!***

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Supplier-facing registry content - Microsoft Internet Explorer provided by State of Tennessee

https://supplier.edison.tennessee.gov/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT

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Supplier-facing registry content

**edison** Supplier Portal The State of Tennessee's Enterprise Resource Planning Solution

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- ▷ Manage Events and Place Bids
- [View Terms & Conditions](#)

**Login**

Login here as an existing User.

User ID:

Password:

[Sign In](#)

[Register as a Supplier](#)  
Click here to register as a supplier user and to be able to see purchasing details

[? I forgot my password](#)  
Click here to reset your password

**My Buy Events**

There are no events to view.

**My Sell Events**

There are no events to view.

**Once you have entered the address, you will be taken to the Edison Supplier Portal.**

Done Local intranet 100%

Supplier-facing registry content - Microsoft Internet Explorer provided by State of Tennessee

https://supplier.edison.tennessee.gov/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT

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Supplier-facing registry content

**edison** Supplier Portal

**Menu**

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Sign In

 [Register as a Supplier](#)  
Click here to register as a supplier user and to be able to see purchasing details

? [I forgot my password](#)  
Click here to reset your password

**To get started, click on the "Register as a Supplier" link.**



## Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account.  
In order to self register you must have received a predefined code and know your corresponding vendor id.

Code:

\*User ID:  Description:

Email ID:

Password:

Confirm:

Language:  Currency:

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Vendor ID

[+](#) [-](#)

Create

Enter the  
Registration Code  
you received in  
your letter.



## Supplier Registration

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Code:

\*User ID:  Description:

Email ID:

Password:

Confirm:

Language:  Currency:

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Vendor ID

**Create your own User ID. All User IDs MUST begin with "TN@". Please note that the User ID is case sensitive.**

**We recommend that you select a User ID that includes your vendor number or vendor name. (Example: *TN@ProjectEdison* or *TN@123456789*)**



## Supplier Registration

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Code:

\*User ID:  Description:

Email ID:

Password:

Confirm:

Language:  Currency:

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Vendor ID

[+](#) [-](#)

[Create](#)

**Enter the name of your company, including the department, location or store number in the "Description" box. Please be as specific as possible.**





## Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account.  
In order to self register you must have received a predefined code and know your corresponding vendor id.

Code:	<input type="text" value="GHEDFCAB"/>	
*User ID:	<input type="text" value="TN@ProjectEdison"/>	Description: <input type="text" value="Project Edison, Nashville #162"/>
Email ID:	<input type="text" value="Edison.Supplier@state.tn.us"/>	
Password:	<input type="password"/>	
Confirm:	<input type="password"/>	
Language:	<input type="text" value="English"/>	Currency: <input type="text"/>

<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>	First  1 of 1  Last
<u>Vendor ID</u>	
<input type="text"/>	

Create

**Enter a valid Email address for your company. This is a required field. This will be the email address where your registration confirmation will be sent.**





## Supplier Registration

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Code:	<input type="text" value="GHEDFCAB"/>	
*User ID:	<input type="text" value="TN@ProjectEdison"/>	Description: <input type="text" value="Project Edison, Nashville #162"/>
Email ID:	<input type="text" value="Edison.Supplier@state.tn.us"/>	
Password:	<input type="password" value="....."/>	
Confirm:	<input type="password" value="....."/>	
Language:	<input type="text" value="English"/>	Currency: <input type="text"/>

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1

Vendor ID

Create

It is required that you create a password that you will use to log in to Edison. The password must be at least eight characters long and contain at least one number and one special character (*Example: p@ssword1*). Your password must be entered in the “password” and “confirm” boxes.



## Supplier Registration

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*User ID:	<input type="text" value="TN@ProjectEdison"/>	Description:	<input type="text" value="Project Edison, Nashville #162"/>
Email ID:	<input type="text" value="Edison.Supplier@state.tn.us"/>		
Password:	<input type="password" value="....."/>		
Confirm:	<input type="password" value="....."/>		
Language:	<input type="text" value="English"/>	Currency:	<input type="text" value=""/>

Customize   Find   View All   First 1 of 1 Last	
Vendor ID	
<input type="text" value="9988776655"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Enter the Vendor ID that you received in your letter.



## Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account.  
In order to self register you must have received a predefined code and know your corresponding vendor id.

Code:	<input type="text" value="GHEDFCAB"/>		
*User ID:	<input type="text" value="TN@ProjectEdison"/>	Description:	<input type="text" value="Project Edison, Nashville #162"/>
Email ID:	<input type="text" value="Edison.Supplier@state.tn.us"/>		
Password:	<input type="password" value="....."/>		
Confirm:	<input type="password" value="....."/>		
Language:	<input type="text" value="English"/>	Currency:	<input type="text" value=""/>

Customize   Find   View All		First	1 of 1	Last
Vendor ID				
<input type="text" value="9988776655"/>		<input type="button" value="+"/> <input type="button" value="-"/>		

Create

Click the "Create" button to complete your registration.



### Register a New User

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The new user has been successfully created.

Sign-in as New User

[Return to Home](#)

Once you have completed your registration, you will see this screen. You can click the “Sign in as New User” button to log in to the Edison system.



**Menu**   

Search:  

- ▷ Maintain Supplier Information
- ▷ Manage Events and Place Bids
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**When you log into the Portal, this is what you will see. For more information about how to update your information in the Supplier Portal, please refer to the training material on the Edison Web site.**